Zeiglographia
or
A New art of Short-writing
never before published.
More easie, exact, short, and
speedie than any heretofore
Invented & composed
By
THOMAS SHELTON
Author and teacher of y
said art
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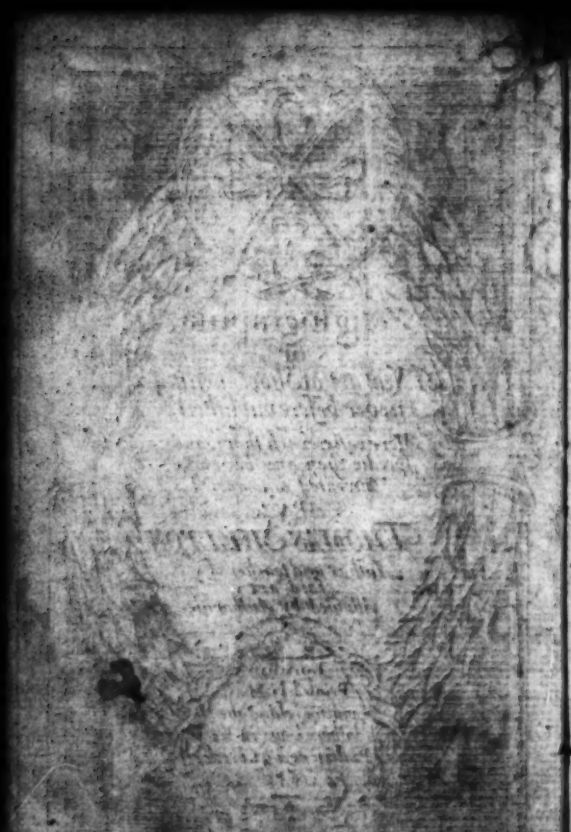


TO THE SUPREAM AUTHORITY OF ENGLAND.

Thomas Shelton,

Wisheth Heavenly grace and earthly glory.

Right Honourable,

IT is a saying of *Salomon*, *There is no new thing under the Sunne, but that which was is hath been:* I doe believe it hath a truth concerning this very *Art* of *Chaunsletie*, which though is were not so exactly formerly yet hath run along through all Ages. There seemeth to be a hint of it in the placing of the *Vowels* in the writing of the *Hebrew*. It is reported of some of the *Fathers* in *ancient* time, that they Preached *every* day, as *Chrysostome* by name, to the people of *Antioch*, whose *Homilies* are extant, which could hardly have beene transcribed so fast without some helpe this way. I have seen a Book almost as ancient as *Printing*, and in the Frontispeice Printed, *This was taken by Chaunsletie*. Within this last *Centurie* of yeares, diverse men have published severall methods of *Short Writing*, as *Master Bale*, Doctor *Bright*, *John*, and *Edmund Willis*, *William Labourer*, and others. And above thirty yeares since, I endeavoured my selfe to doe somewhat that way.

and composed a Booke with the best skill I then had, which by Gods blessing proved beneficiall to many.

But hearing diverse complaine of some difficulty in my former Rules, and finding my selfe by long experience and practice, to be something short of perfection, though generally accounted more *exact* then any of the former: I have now at the request of many, by Gods assistance, after long Study and paines, composed a *New Art*, more *compendious* and *exact* (I am certaine) then any that was yet brought to light; and so *easie*, that an ordinary capacity (by GODS blessing) may be able in two houres learning to write any *Chapter* in the *Bible*, and to give an account of *every* word.

How *usefull* such an Art may prove, may be guessed by the blessing God bestowed upon my weake endeavours in the former, whereby many thousands, by *learning* and *using* it have reaped *profit*, and *comfort*: Whereby also the memory of many worthy Divines, * is perpetuated to Posterity, in their Workes, by this *Art* taken, and published, which else had perished with the breath that uttered them. And whereby likewise many *Gentlemen*, and *Merchants*, and others in forraigne parts have with freedome used *Bibles*, and *Testaments* written in this *Art* without feare of bloody Inquisitors.

* Doctor Preston, Doctor Sibs, Doctor Day, and diverse others.

And should the revolution of times bring forth such as the *Marian* dayes (which God avert) when one small Epistle of the new Testament was at the rate of *Five* pounds, and one Chapter sold for a *Load* of *Hay*, how precious then, Notes of wholesome Divinity (taken

ken in this Art, used in the Morning of the Night) would be both those that should have, and those should want them would know, though in a different manner, they would prove like the Jewes Manna on the Sabbath when there was none to be gathered abroad. My desire is, that my paines herein may prove instrumentall for the good of many. I make bold to present it to your Honours (as that poore Persian, his hand full of Water to his King) having no better Gift, humbly craving your Honours favourable confirmation, and Protection of it; and as in duty I stand bound, so by Gods grace, I shall continually pray for your Honours happinesse, and acknowledge my selfe,

Your Honours

humble Servant,

Thomas Shelton.

To

To the Reader.

Reader,

I *Doe here present thee with a* New Art of Short Writing, *that was never before published, and indeed it was my purpose that this* Child *should not have been borne till the* Parent *had been* dead, *but it being the abstract of more then thirty years Study, and practise in this Art, I hope it will not be accounted an* untimely *birth, to come forth now, especially being in a manner* offered.

First, by the importunity *of many, who concluding some* difficulty *in my former Book (which was as easie as I could then make it) desired me to take some paines to invent a more facile way.*

Secondly, by the injurious dealing of some, who without any right *to it, for their owne sinister ends, Printed many thousands of my former, (though very erroniously) without my consent or knowledge, to the great abuse of those who desired to learne by them, and with no small damage to my selfe.*

Thirdly,

Thirdly, to encourage the meanest capacities to the study of this Art, this present new Book having this to say for it self (and that truely) that it surpasseth all former ways of Characterie yet extant,

In { Easinesse, Speed, Plainenesse.

First, in easinesse *in learning it*, this New Art *being* totally *derived from the twenty four Letters, without* charging *the memory with any strange Character, either* Symbolicals, *or* Defectives, *or* Collaterals, *as some have called their Rules, whose* tearmes *are so* ambiguous *to ordinary capacities, as the* Characters *that stand for them. Nay, I have not in this New Art made use of so much as one* Roman, *or* Secretary *Letter, except in the Alphabet; so that those that can write* no other hand *at all may easily attaine to this.*

Secondly, for the speed *in writing, I have endeavoured so to frame the Letters, to fit each with other, that he that seriously shall peruse this Booke, shall finde that none could be composed to more advantage for* speed.

Thirdly,

Thirdly, for the plainneſſe in reading of it (the whole Art being derived from the very Letters, and yet each Character apparently diſtinguiſhed from other) it is impoſſible there ſhould be any difficulty that way. I ſay no more, but commend it to thy endeavour, and Gods bleſſing upon it, and reſt, ready to reſolve thee if thou yet make doubt of any thing concerning this Art:

From my House in the Poultry, near the Church. } Thomas Shelton.

A NEW ART OF SHORT WRITING.

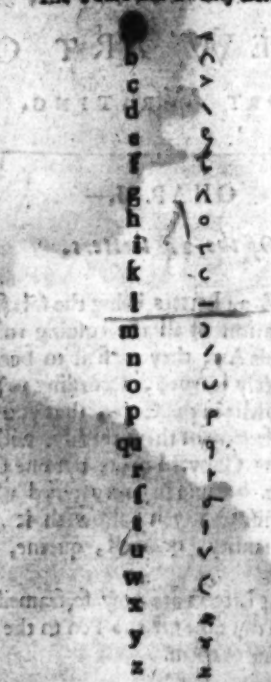
CHAP. I.

Of the 24 Letters.

THE 24 Letters being the sole foundation of all the ensuing rules in this Art, they are first to be perfectly learned, according to their formes set downe in the Copy, that you may be able to make any of them readily, without looking on the Copy. I make but one Character for qu. because in every word where q is used, immediatly u followeth it as in question, quantity, quarrell, queene, and the like.

All the 24 Letters are now so framed, as that you need not take off the Pen to the making of any one of them.

The Foure and Twenty Letters.



CHAP. II.

Of the double Consonants.

HAving perfectly learned the former Letters, you may proceed to the next rule concerning double Consonants.

All the 24 Letters excepting the five Vowels are usually called Consonants because of their aptnesse, or fitnesse in the pronouncing, and sounding of words. And these are called double Consonants, because there are two in them at the least joyned together. The former row are such as usually come in the beginning of words, the latter row in the middle, or ending of words.

These double Consonants are every one of them made out of the former letters joyned together. Concerning the making whereof, you may take notice, that still the second letter is to be joyned where you end the former. As for example, to write the first of them, which is bl. The Character for b alone is thus (∩) the Character for l alone, is thus (—) when they are to be joyned together, draw the Character of l from the

foot of b thus (⌒). To write the second, which is br, write b as before (∩) and then make r out of the side of b thus (⌢) To write the next, which is ch make c which alone is thus (≻) and h alone thus (∘) when they come together, joyne h to c thus (≻) cl thus (≻) cr thus (≻) and so of the rest as you may perceive in perusing the Copy of the double Consonants.

These double Consonants are no charge at all to memory, being onely the Letters of the Alphabet joyned together; therefore after once or twice writing them over, you will be able to make any of them without looking on the Copy.

Double

Double Consonants: To begin and end words.

bl		ld	
br		lk	
ch		lm	
cl		ln	
cr		lp	
dr		lf	
dw		lft	
fl		lt	
fr		mp	
gl		nd	
gr		ng	
kn		nk	
pl		nf	
pr		nft	
sh		nt	
sk		rd	
sl		rg	
sm		rk	
sn		rl	
sp		rm	
st		rn	
str		rp	
tl		rl	
tr		rft	
tw		rt	
wh			

CHAP. III.

Of the single Vowels, and how to write words with them.

SOme of the single Vowels have some times the sound of a whole word in them as A. I. O. As A in these, A man, A house, &c. I in these, I will say, I will goe, &c. O in these, O praise the Lord, O that it might, and such like; when they are so used, the Characters for them must bee written: But none of the Consonants, either alone by themselves, or joyned can properly sound any word without the helpe of some Vowell.

If a word begin with any of the five Vowels, the Character of that Vowell must bee written: As for example, to write the word At, write first your letter a thus (≺) then at the foote of a joyne t thus (⊀). To write eb make your Character for e thus (e) and then joyne b to it thus (⟨) to write In, make your Letter I thus (ɾ) then joyn n at the foot of I thus (ɾ)

As

As in these,

all odd

erre us

if and such like.

CHAP. IV.

Of the places of the Vowels.

WHatsoever Letter it is that beginneth a word, the Character of that Letter must be expressed, whether it be Vowell, or Consonant: When a Consonant, or Consonants begin a word, their Characters must be written; but the Vowell, or Vowels that follow are not to be expressed by their proper Characters, but are to be understood by certaine places assigned them above the Consonants, which places are five, according to the number of the Vowels, and are disposed as you may see by these following examples.

B C F

The places of the Vowels are constantly about any of the Letters as you see them ſtand about theſe.

The place of the firſt Vowell which is A is evermore juſt over the head of any Letter thus /

The place of E is even with the upper part of the letter towards the right hand, thus |e

The place of I juſt againſt the middle of any Letter, on the right hand thus |i

The place of O even with the foot of any Letter towards the right hand thus |o

The place of U juſt underneath any Letter, thus |u

Some have obſerved ſeverall places of Vowels behinde other Letters, but it hath proved a great hinderance both to ſpeed in writing, and readineſſe in reading what hath beene ſo written.

There may be ſome ſeeming difficulty in placing the five Vowels about thoſe Charact-

ers

ers that lye flat, or that goe on even in the line, as about L S, which difficulty is easily removed, as you may see by the Vowels places about those Letters,

Where you see the place of A is just over the middle of the Letter; the place of U just against it under the Letter: The place of E a little higher then the upper corner: The place of O a little beneath the lower corner: The place of I just against the middle of it.

About Characters that are made with slope strokes, as N and D, they are to bee placed thus:

About any of the rest of the Letters, the places of the Vowels are easily observed.

CHAP.

CHAP. V.

How to make use of the Vowels places.

WHen any Consonant beginneth a word, the Character of that Consonant must be written (as I said before) and if a Vowell next follow, take off the Pen (as you must alwayes doe when you come at a Vowell) and in the place of that Vowell, write the Letter, or Letters that follow the Vowell, disjoyned from the first Consonant in the Vowels roome: As for example, to write the word *bad*, first write the Character for b thus (∩) then the next Letter being the Vowell A whose place is just over the head of b, there write the Letter following A which is D, disjoyned, thus (∩) To write *Bed*, make your b as before, and then in the place of E which is even with the upper corner of B, write D, disjoyned, thus, (∩) To write *Bid*, write B, and in the place of I, which is just against the middle

of

of B set D disjoyned, thus (⌒) Bod, thus (⌒) Bud, thus (⌒) as also in these,

Bal	⌒	nat	⌒
Bel	⌒	net	⌒
Bil	⌒	nit	⌒
Bol	⌒	not	⌒
Bul	⌒	nut	⌒

And the like.

If two or three Consonants come together they must bee all joyned together without taking off the Pen, whether it be in the beginning, middle, or ending of words.

In the beginning of words, As for example, to write the word *Blame*, bl must bee joyned thus (⌒) as you finde them in the Copy of the double Consonants; then in the place of A write M disjoyned, thus (⌒) To write *Shall*, [illegible]uld be joyned, thus (⌒) then in the place of A write L, thus (⌒) To write *Flit*, joyne fl, thus (⌒) then in the place of I write T, thus, (⌒) As in these following.

Brass

Brafs Whal
Speak Knit
Shun Small

In the middle of a word as in theſe,

warlike warden

burden patron

and the like.

Or in the end of a word, as in theſe,

Dearth
Wealth
Word
Warme

and the like.

When two Conſonants of one kinde come together,

together, as bb cc dd ff ll or the like, if no Vowell come betweene, one of them may be omitted, as

for { commit / affirme / bullet } write { comit / afirme / bulet }

As you shall finde in *Chap. ult.*

When any word endeth with a Vowell, which maketh a Syllable, that Vowell is understood by a prick or period made in the place of it: As for example, to write the word *We*, make your Character for *w* which is thus (( ) and then make a tittle in the place of E, thus ((˙) To write *So*, make S, thus (⌐) and then set a pricke in the place of O, thus (⌐˙)

As in these,

may
be
die
lo
due

and the like.

When Y commeth in the end of a word, write not the Character of Y, but set a prick or period in that Vowels place where Y is sounded.

founded, which is sometimes the place of A, as in these,

Nay
Pray
Lay

Or in the place of I, as in these,

by
cry
why

and the like.

CHAP. VI.

Of Dipthongs, or double Vowels.

I Assigne no places for Dipthongs, though some observe more places for them then for the single Vowels: Which besides the inconvenience in writing hath utterly disabled many from reading what they have so written, it being not possible to observe twelve or fourteen severall places exactly about a small Character: For the avoyding of which inconvenience

nience, I obſerve onely the five places of the ſingle Vowels, and no more.

If any demand how then words ſhall be written, wherein two or three Vowels come together?

I anſwer; Firſt, if two Vowels come together in the beginning of a word, for the moſt part one of them is ſo lightly ſounded, that it may be omitted; as in theſe,

for { Eagle, Aire, Eare } may be written { Egle, Are, Ere }

But if there come two Vowels in the beginning of a word, that muſt of neceſſity both be ſounded, then write the Character of the firſt Vowell, and in the place of the ſecond Vowell, ſet the following Conſonant: As to write the word *Out*, make your Character for O, which is the former Vowell, thus (◡) then in the place of U, which is the latter Vowell, write T, thus (ϒ). To write *Oile*, make O as before, and then in the place of I ſet L, thus (◡-) As in theſe,

Our

Our
Out
Aime.

and such like.

Secondly, if two Vowels come together in the middle of a word; that is to say, when some other letters goe before, then observe these Rules.

First, as I said before of two Vowels beginning a word, so here oft times one of them doth principally sound the word, and then the other may be spared; As in these;

For	Deal	write	Dele
	Eaither		Either
	Feofee		Feffee
	Guilt		Gilt

Againe, if two Vowels come together in the middle of a word, and the sound of neither of them can be spared (as always when the first Vowell belongeth to one Syllable, and the second to another, they must both of necessity be sounded) then leave out the first Vowell, and write the Character of the second Vowell in the place of the first; As for example,

example, to write *Dog*, write D which is thus, (\ ) and then leave out the first Vowell which is O, and in the place of O write the Character of the latter Vowell, which is E, thus (\e) and then joyne G to E, thus (\e). To write *Joel*, make the Character for I, which is thus (⌐) the next Vowell being O, leave it out, and in the place of O write the Character of the latter Vowell, which is E, thus (⌐e) and then joyne L to E, thus (⌐e) As in these,

Dial

Ruine

Bias

and the like.

Or else thus, When two Vowels come in the middle of a word, and the sound of neither can be spared; then when you come at the former Vowell make a prick or period, in the place of it, and in the place of the latter Vowell write the Character for the Consonant or Consonants that follow: As for example, to write *Quiet*, make first the Character for qu which is thus (:) then the

former Vowel being I, set a tittle in the place of it, thus (٩) then leave out E, which is the latter Vowel, and set T disjoyned in the place of it, thus (٩) To write *Poet*, make your Character for P which is thus (٢) then make a tittle in the place of O the former Vowel, thus (٢) and set T disjoyned in the place of E which is the latter Vowel, thus (٢) As in these,

Sion
Giant
Rios

and such like.

CHAP. VII.

Of I and V Consonant.

THe letters I and V are some times Vowels, and sometimes Consonants, to know when they are so, take these directions.

I, is alwayes a Vowell, when it goeth immediatly

mediately before any Consonant, and hath its owne proper sound, as in these,

Fire
Shire
Tire and the like.

And how to use it when it is a Vowell, you have directions before in *Chap.* 4. & 5.

I, is alwayes a Consonant in the beginning of a word; when either another I, or any other Vowell follow immediately after it, as in these,

Jest
Joyce
James
Jew and the like.

Also in the middle of a word, it is alwayes a Consonant when a Vowell commeth next after it in the same Syllable, as in these words,

Project
Subject
Rejoyce, and such like.

I, when it is a Consonant is hath the sound of G, as you may see by the former examples.

The Letter V is a Vowell when it hath its owne proper sound, as in these,

Sure
Pure
Usurp and the like.

But alway when it commeth before another Vowell in the same Syllable, and is sounded like F but somewhat softer, it is a Consonant, as in these,

Vigour
Vitall
Vessell
Voyce, and the like.

Whensoever V is pronounced with the joyning of the upper teeth and the lower lip together, it is a Consonant.

When I and V are Consonants, and are thus sounded, they must be expressed by their proper Characters, as the rest of the Consonants, whether it be in the beginning, middle, or end of words.

CHAP

CHAP. VIII.

Of Prepositions, and Terminations to begin and end long words.

Prepositions and terminations for long words

Ab		b	Able		bl
circum		rm	ation		cn
com		km	cittie		&
con		kn	celve		cl
cor.		kr	fect		kt
col		kl	ference		fe
fall		fl	fication		fi
for		f	fulneſs		fs
Liber		lb	ject		mj
pre		pr	ing		od
per		p	litie		li
ſub		bs	ment		mn
ſuff		ts	neſs		nm
ſup		ps	ous		oo
tranſ		ns	ſent		ſn
up			ſerve		ſe
			ſion		ſm
			ſoever		ſo
			ternall		te
			ther		th
			tent		tn
			ver		v

The principall end of this Art, being to write much in little time and roome, therefore (although the former Rules are sufficient to expresse any word in any language, yet) for a better helpe to speed, and exactnesse in the Art, I have made use (though but of few) of some Prepositions and Terminations for longer words that are most common in use.

And herein I shall save the learner a great deale of paines; for whereas in my former Book, the Prepositions and Terminations, as they were more in number, so they were more difficult to be learned, being meer marks that had little or no relation to the letters: Now in this new way, I have framed every preposition and termination out of the very letters themselves, so that with very little labour they will be learned: And that the learner may understand how they be all made out of the foure and twenty letters, I have set against the Characters, the letters of which they are compos'ed. As for example, the preposition *ab*, it is the Character B with a little in the middest of it. *Circum* is *rm* joyned together, *Con* is made of K and M, *Con* of K and N, and so of the rest, as you may see in the Copy.

CHAP.

CHAP. IX.

How to make use of the Prepositions, and Terminations.

THe same Rules are to be observed in using the Prepositions and Terminations for longer words, that are formerly set downe concerning words of one or two Syllables.

First, if a word begin with any of the prepositions, the Character for that preposition must be set downe; if a Consonant follow next, it must be joyned to it without taking off the Pen, and then when you come at a Vowell take off the pen, and set the letter or letters that follow the Vowell, disjoyned in the Vowels room: As for example, to write the word *Consume*; make the Character for *Con*, which is thus (⸗) the next letter S being a Consonant, it must be joyned to *Con*, thus (⸗) and then in the place of the following Vowell, which is U, write M disjoyned, thus (⸗) To write *Condemne*, write *Con* as before, joyne D to the end of it, thus (⸗) then write M in the place of E, thus (⸗) To write *Sublime*, make your Cha-

racter for *Sub*, which is thus ( ) joyne L, thus ( ) then write M disjoyned in the place of I, thus ( ) As in these,

Forbid Fortune

Translate Contemne

and the like.

Secondly, if one of the Prepositions come to begin a word, and a Vowell come next after it; write downe the mark for the Preposition, and then take off the Pen, and write in the place of the Vowell that which followeth, whether it be a letter or a termination: As in these,

Correct Commission

Colledg Suffer

and the like.

Thirdly, if two of the markes, that is to say, a Prepositon and a Termination, doe make up a whole word, and no Vowell come betweene them, they are both to be joyned together without taking off the Pen: As for example, to write *Consent*, write your marke for *Con*, thus ( ) then joyne your Termination for *sent* to it, thus ( ) To write *Circumference*, write the preposition for *Cir-*

cum,

cum, which is thus ( ) then joyne the termination for *fulness*, thus ( ) As in these,

Perceive

Project

Conserve

and the like.

If the word you are to write, have a mark to begin it, and none to end it, then you must make up the latter part of the word with the letters: As to write *Command*, there is a marke for *Com* to begin it, which is thus ( ) but having no marke among the Terminations to end it, you must have recourse to the letters, and set *nd* in the place of E, thus ( ) To write *Constraine*, you have a marke for *Con* to begin it with, which is thus ( ) but having no marke to end it with, you must make it up with the letters; therefore joyne *str* to *Con*, thus ( ) and then set N in the place of A disjoyned, thus ( ) As in these,

Abstaine

Abſtaine
Commit
Courage

and the like.

If you be to write a word that hath a termination to end it, and no prepoſition to begin it, then you muſt begin it with the letters. As for example, to write *Lament*, you have never a prepoſition for it, therefore write the letter L, thus (—) and then in the place of A ſet the termination for *Ment*, thus (⌒) To write *Father*, make F thus (⌐) in the place of A ſet the termination for *ther*, thus (⌒) As in theſe,

Motion
Never
Durable

CHAP.

CHAP. X.

Further directions for the making the Prepositions and Terminations, and for placing the Vowels in longer words.

FIrst, Those letters or prepositions that are to begin words, make them so, as that you take not off the Pen, till you come at a Vowell: And write your Characters that beginne words, so that you may end them towards the right hand (if it may be) that you may more readily joyne what letters shall follow.

Secondly, when a letter or marke is to be joyned to that which went before, joyne it to that part where you ended the former letter.

Thirdly, in longer words, the Vowels are to be placed about the letter you last wrote, if the word be such as goeth forward in the line towards the right hand: As for example, to write the word *Collect*; First write your Character for *Col*, which is thus ( ) then let C disjoyned in the place of E to the latter part

part of *Coll* thus ( ) not to the former part of it, thus ( ) To write *Submit*, make *sub*, thus ( ) joyne M, thus ( ) then set T disjoyned in the place of I to the last letter M, thus ( ) not to the marke for *sub*, thus ( )

Fourthly, when a Termination, or ending of a word hath a Vowell for the first letter of it, *Able*, *Ation*, *Ing*, *Ous*, &c. are commonly to be joyned to the letter or mark going before; As in these,

Notable
Vocation
Thing

and the like.

Unlesse there come another Vowell immediatly before the Termination, and then set the Termination disjoyned in that Vowels roome: As in these,

Pliable Going
Saying Pious

and such like.

CHAP.

CHAP. XI.

Of the different use of Characters that resemble one another.

YOu shall some times finde the same Characters stand for two, or it may be three severall things: As for example, the same which is *Rm*, standeth also for *Circum*, and likewise for the word *Remember*. But the different use maketh it easie: When it standeth for *Rm* as in the double Consonants, it alway commeth in the middle or end of a word, and can never be in the beginning. When it standeth for *Circum*, it is alway in the beginning of a word, but can never come to end a word; when it standeth for the word *Remember*, it is always alone by it selfe without addition of any other letter. So the same Character for *Kl*, standeth in the Prepositions for *Coll*, and in the words of the Table for *Call*: but may easily be distinguished, as before. For *Kl* cannot come together to begin a word, *Coll* is ordinarily the beginning, and *Call* is a word by it selfe: And so you may conceive of the rest.

reſt. And this is ſo farre from prooving inconvenient, that it is a great helpe; for by remembring any one thing, the Character ſtandeth for, the reſt are eaſily brought to minde.

CHAP. XII.

Of uſing Prepoſitions for Terminations, and Terminations for Prepoſitions.

IF any of the Terminations come in the beginning of a word, or any of the Prepoſitions may ſerve to end a word, you may make uſe of the Characters for either: As for example, the Character for *Sent* may ſometimes be uſed as a Prepoſition, and ſometime as a Termination, and ſo the Character for *per* and *ſerve*, and others: As in theſe,

Sentence		Permit	
Conſent		Keeper	
Tranſlate		Service	
Entrance		Conſerve	

and the like.

In

In all which you may obſerve that the preposition in the firſt word, is the termination in the ſecond.

CHAP. XIII.

Of Marks for the names of all the Books in the Old and New Teſtament.

THough it be little trouble to write the names of all the Books in the Bible by this Art by rule, without abbreviations; yet becauſe ſome have deſired it; I have contracted them ſomewhat ſhorter, yet every one is made out of the very Letters, as you may ſee, if you peruſe them; the Letters out of which each Mark is made, being ſet juſt over againſt it: There are four Books, to wit, *Kings*, *Luke*, *John*, *Jude*, that I have ſet no Marks for, becauſe being, but each of one Syllable, they are eaſily expreſſed by the ordinary rule.

Marks

Marks for the names of the Books in the Bible.

Genesis		gn	Obad		bd
Exodus		xd	Jonah		ja
Leviticus		lv	Micah		mc
Numbers		num	Nahum		na
Deutron.		dtr	Habak.		hb
Joshua		Jff	Zephan.		zs
Judges		dg	Haggie		hg
Ruth		ruh	Zech		za
Samuel		sm	Malach.		ml
Chron.		cs	Matth.		mah
Ezra		ez	Mark		mrk
Nehem.		nh	Acts		ac
Hester		es	Rom.		rom
Job		job	Corinth.		kor
Psalms		ml	Gal.		gal
Proverbs		pru	Ephes.		ph
Ecclesiast.		ek	Phil.		fp
Cantic.		cnt	Collos.		cls
Isaiah		is	Thess.		thl
Jerem.		lm	Tymo.		tim
Lament		lmn	Titus		tit
Ezekiel		ak	Philc.		fm
Daniel		dan	Heb.		hbr
Hosea		hs	Jam.		jam
Joel		jo	Pet.		pt
Amos		am	Revel.		rv

CHAP. XIIII.

Of writing three or four, or more words together, as if they were one word.

SOmetimes three or foure words, or more may so follow one another, as if they were one continued word: As first, when two or three, or more words come together that doe all end with any Vowell; then the Consonant that begins the second word may be set in the place of the Vowell which endeth the first, and the third in the place of the second, &c. As in these,

Doe you so too

Doe so no more

So he may goe

Or else when the words following begin with any Vowell. As in these.

As is in all our actions
The [illegible] of all other Arts
Which is as old as any one

and such like.

CHAP. XV.

Of Marks for usuall short sentences.

COncerning short Marks for whole Sentences, though many desire to have such, yet I accompt them but of little use; because by the rules prescribed in this Art, any thing may be written word for word, as fast as it shall be treatably spoken: And indeed many such Marks cannot well be used, because if the speaker vary but one word in the Sentence; either the marke is useless, or else the Speaker is wronged, by rendering the sentence in other words then he spake it: Therefore I have only set downe Marks to abbreviate a few parts of sentences which usually are uttered in the very words as I have set them downe. And these also are all of them made out of the very letters of this Art, as you may see in these.

The

The Church of God		chg
The people of God		pg
The Kingdome of God		Kng
The Kingdome of Christ		Kng
The Kingdome of Heaven		Kng
The Kingdome of Satan		Kng
The joyes of Heaven		iy
The torments of Hell		Rmh
The power of God		prg
The truth of God		Tog
The mercy of God		Mrg
The wisdome of God		wog
The glory of God		Glg
The honour of God		Ong
The justice of God		Js G
The love of God		Lvg
The feare of God		fg
The word of God		rdg
The works of God		rkg
That is to say		tt
As if he should say		As f
As if it were		sfr
Jesus Christ		Je
The Lord Jesus Christ		L Je

Many hundreds such might be added, but these are sufficient to direct the discreet Learner, who may add more, or leave these, as he findeth them usefull.

CHAP. XVI.

Of the use of poynting in this Art.

THose that have attained to a competent skill in this Art, will easily apprehend that there is no necessity of poynting or observing stops, unless at the beginning of a new head, or matter; But for the helpe of new beginners, who may make the scruple, I set downe these directions.

1. At the end of a full Sentence, either leave a distance, about the space of a word, or else the ordinary prick, or period, may be used, which is thus (.) But least it should breed mistake, being used sometimes in the end of a word to signifie a Vowell, therefore set it at a distance a little lower then the line, thus (.)

2. The Interrogative point may be used in the

the common forme, as it is in other writing, thus (?)

3. Parenthesis likewise as it is usually expreſt with two semy-circles, thus ( ) For other points of leſſe use, as *Comma*, and *Colon:* and the like, they may be wholly omitted.

Thoſe that in the writing of Bibles, or Teſtaments, or any thing else, wherein they desire to gaine roome by continuing the lines; they may at the end of each Verse use this Mark ∴ and so write on.

CHAP. XVII.

Concerning Numbers and Figures.

IT was thought by some, an inconvenience in my former Book, that some of the Characters used for Figures, were put also for whole words, as the figure 3 for grace, 4 for heart, 5 for because, 6 for us: To prevent which, in this Art I make use of none, and therefore any Number may be expreſſed by their proper figures. Yet if it be a great number, you shall find that it will be easier to expreſſe it by Characters then by Figures.

As for example, If the number be 5, or 10, or 20 thousand, it is sooner set downe by the rules of this Art, then by Figures, As in these,

20000

200000

2000000

and the like.

CHAP. XVIII.

Of the Table.

I Have here in this new Art, left out many words that were in the Table of my former Book, they being easily written by the Letters: And yet I have set downe as many as are fully sufficient, and those, the most frequent words used in ordinary sentences. And it will be a great ease in learning these, that (as in the former rules so) every one here are made up of the first Letters, and therefore soone learned, and that the Learner may

be

be able to give a reason of every word in this Art, I have in the Table (as in the rest) after the Characters, set downe the Letters out of which each Character is made up. The Table is not onely composed Alphabetically, in that the words beginning with A are first, B next, and so of the rest, but the words under each letter are set Alphabetically; that is, those whose second Letters are neerest the beginning of the Alphabet, are set downe first, and so the rest follow in order: The number of the words of the Table being fewer then before; I thought not fit to put them into a kind of sense as in my former way, being easily retained in memory without it.

A Table of the usuall English words.

A

Account	ac
Acknowledg	ak
Action	cn
Admonish	nſh
Afflict	af
After	ft
Against	ag
And	n
Angel	ang
Anger	ngr
Appeare	pp
Apostle	pp
Argument	arg
Ar	a

B

Baptize	bp
Because	bc
Begin	bg
Behold	bo
Beleeve	be
Benefits	bf
Between	tw
Blesse	bl
But	b

Call

C

Call		kl
Can		c
Care		kr
Cauſe		cf
Chapter		ch
Charity		cy
Child		ch
Chriſt		cr
Church		cu
Comfort		cm
Confeſſe		fs
Congregation		knge
Conſcience		co
Conſider		knſ
Converſation		ſcn
Corrupt		krp
Covenant		cnt
Croſſe		kſ
Cuſtome		c

D

Dark		da
Dalight		dl
Deliver		ddl
Deſtroy		dſt
Devill		de
Diligent		dlg

Doe		d
Doctrine		dk
Dwell		dw
E		
Earth		eh
Edifie		ed
Effect		ef
Egypt		eg
Elect		et
End		nd
Enemie		en
Epistle		ep
Even		ev
Evill		e
Example		ex
F		
Faith		fi
Fast		f
Feare		f
Feather		fe
Flesh		fl
For		f
Forbeare		fb
Forgive		fr
Foundation		fnd
From		fm

Fulfill		ff
G		
Generation		gnr
Generall		grl
Give		g·
Glory		gl
God		g
Good		oo
Goſpell		gs
Grace		gr
Great		gt
H		
Hath		ht
He		h
Heart		hr
Heaven		vs
Help		lp
Heretick		yk
Him		hm
Hypocrite		yp
His		h·
Holy		hl
Holi-ghoſt		hg
Humble		hm
Hurt		rt

I		
Jesus		je
Ignorant		ig
Increase		is
Iniquity		i
Instrument		ms
Instruct		tsr
Inward		iw
Joy		iy
Is		i
Judge		dg
K		
Keep		kp
King		k
Kingdome		kng
Know		kn
L		
Law		lw
Life		lf
Like		ll
Long		lg
Lord		l
M		
Made		md
Magistrate		mag

Man		m
Meditate		me
Mercie		mi
Mind		mn
Miniſter		mnſ
More		mr
Mortall		mo
Moſt		ſt
Multitude		mul
Muſt		mſ
N		
Name		nm
Neglect		ngl
Neceſſity		nſt
Nevertheleſſe		ne
Not		nt
nothing		no
notwithſtanding		ntw
Now		nu
Number		num
O		
O		o
Of		
Obſerve		obſ
Omnipotens		omt
Or		r

Order

Order		rdr
Our		o.
Outward		wd
Over		o.
P		
Patient		pc
Paſſe		p
People		po
Particular		ptr
Place		pl
Pray		pr
Principall		p —
Proteſt		pro
Provide		pru
Prove		or
Publike		pb
Purpoſe		pſ
Q		
Qualitie		qa
Quantitie		qu
Quarter		qt
Queſtion		qa
R		
Readie		rl
Regard		rr
Rejoyce		re

Religion

Religion		rl
Remember		rm
Repent		rp
Reprobate		rpe
Reprove		rf
Reward		rw
Righteous		rg
S		
Sacrifice		ſf
Salvation		ſal
Sanctifie		ſan
Scorne		ſc
Scripture		ſk
Secret		ſe
Selfe		ſelf
Self-love		ſf
Severall		ſl
Shall		ſh
Signifie		ſy
Sin		ſ
Small		ſm
Soule		ſl
Spirit		ſp
Stand		ſn
Strong		ſtr

T

Talk		t
That		t
The		t
Them		tm
Themselves		tmsf
Then		tn
These		nb
Thinke		nk
This		y
Those		tf
To		to
Tormont		trm
Trouble		tbl
Truth		th
Time		tm
V		
Vers		vd
Understand		und
Unto		un
Voyce		vo
Up		u
W		
Walke		lk
Was		w
What		wt

When

When	wn
Where	wr
Which	wh
Whom	om
Wicked	wk
With	wh
Wife	wi
Word	rd
Work	rk
World	wd
Worship	wo
Would	wl
Y	
Yea	y
Yet	yt
Your	yr
You	y
Z	
Zeale	

CHAP. XIX.

Some Observations concerning the words in the Table.

WHen you have occasion to compound any of the simple words in the Table, you may make the Character of the simple word, and add the rest out of the Letters, or Terminations: As for example, The first word in the Table, which is Acknowledge, which is thus ( ) if you be to write Acknowledging, joyne the Mark for ing to it, thus ( ) if it be Acknowledgeth, make the Mark for Acknowledge, as before, and then set Th disjoyned in the place of E thus ( ) The second word in the Table is Affli&, if you be to write Affli&ion, make the Mark for Affli&, which is thus ( ) then joyne fion to it thus ( ) if it be Afflicted, set d in the place of E disjoyned thus ( ) and so of the rest.

For the Plurall Number, although S come conveniently after most Letters, yet because it may sometimes be harder to joyne, you may make a Prick or Period behind the whole word.

word, as thus,

Causes	·c·	Ends	·e·
Churches	·ch·	Effects	·f·
Benefits	·b·	Epistles	·p·
		and such like	

CHAP. X.

General rules for abbreviation by leaving out Letters, Syllables, or Words.

IN this Art we write only so many Letters in a word as may serve to sound that word, and leave out the rest as superfluous.

As for example, these Letters may be left out in these words following,

A in feat, neat, leaven.
B in womb, comb.
C in schisme, acquit
D in lodg, trudg.
E in empcie, ensue.
G in streight, weight.
H in Christian, inhabit.
I in juice, neither.
K in lack, suck.
L in Balme, Calfe.

N in ſolemne, condemne.
O in trouble, people.
P in tempted, emptie.
S in Baptiſme, Iſle.
T in reflect, object
U in rogue, build.
W in wrong, wrath, flow.
Y in pray, day, lay.

Secondly, in ſome words two letters, or more, may be left out, and yet the word ſounded. Ch may be left out in Schiſme, Gh in night, taught, ugh in though, ſought, Ou in harbour, labour.

Thirdly, in ſome words a whole ſyllable may be left out: As for Vehement, write Vement, for *Abraham*, *Abram*, for Victuall, Vittell, &c.

Fourthly, ſometimes Letters may be changed for others, that ſound like them, and are ſhorter: As f is ſounded in the beginning of a word, like ph, and may be written in ſtead of them: As for example, for *Pharaoh* write *Faraoh*, for Phantaſie, fantaſie, for *Phillip*, *Fillip*, &c. Likewiſe in the end of a word f is ſometimes ſounded like ugh, and may be written for them: As in theſe, for Rough, write Ruf, for Tough, write Tof, &c. Khath

the

the ſound of Ch, & may be written for them: As for Hierarchy, write Hierarkie, for Choler, Koler, &c. X hath the ſound of diverſe of the double Conſonants, and may be written in their ſtead: As for example, it is ſounded like CC in Acceſſe, Accident; like Cts, in Parts; Effects, like Cks in Mocks, Blocks, for which you may write, Axeſſe, Axident, Pax, Effex, Mox, Blox, &c. And commonly when S commeth immedatly after K, they together have the ſound of X, and that may be written for them.

Fifthly, E may be left out in many words. In the beginning of words, when the ſound of it is drowned in the following Letter, as always before X. As in Extream, Excell, Exceed, for which write Xtream, Xcell, Xceed. Alſo when it commeth before M N or S in the beginning of a word, it may for the moſt part be left out.

Sometimes E may be ſpared in the middle of a word: As for Alter, Flatter, write Altr, Flatr.

In the end of a word it may alwayes be left out, if it ſerve only to make the Syllable long, as in theſe, Feare, Shame, Theſe, Doe, and ſuch like.

Sixthly.

Sixthly, when a Consonant is doubled one may be left out; as for bb ff ll write, b f l, as for ſtabb, write ſtab, for affect, afect, for Colledg, Coledg, &c.

Seaventhly, In the end of ſome words, two or three Syllables may be left out, and yet no hinderance in the reading of them; As for Incomparable, write Incompar. Unutterable, write Unutter, for Tranſubſtantiate, Tranſubſtan. &c. But be ſure that which you leave out be in the end of the word, not in the beginning, or middle.

Laſtly, In ſome Sentences, whole words may be omitted, which yet in reading muſt be implied; As in theſe,

In the beginning God created the Heavens and the Earth; for which you may write, *In beginning God created Heavens and Earth*. And for this, *God ſo loved the World, that he ſent his Sonne*, write, *God ſo loved World, that ſent Sonne*, &c. Thoſe that will make uſe of this direction muſt take heed they leave out no principall word in a Sentence, but ſuch as the ſenſe will bring in, which muſt be diſcerned by the diſcretion of thoſe that uſe it, and then it will prove a great help, eſpecially when you write after one that ſpeaketh too faſt for you.

Thus

Thus, by the blessing of God, I have finish-ed this *New Art of Short Writing*, wherein I have made every thing as plaine and easie as is possible to doe in Black and White.

If there shall yet remaine any scruple in any that shall go about to learne; if they please to repaire to my house, I shall be ready, the best I can, to resolve them.

FINIS.

The Lords prayer.

The Articles of the Creede.

The ten Commandements.